

SUNNYVALE NEIGHBORS OF ARBOR INCLUDING LA LINDA  
(S.N.A.I.L.)  
P. O. Box 62072, Sunnyvale, CA 94088-2072  
**BYLAWS**

**ARTICLE I**

**TERMS AND DEFINITIONS** **Section 1. Name.** The name of this Association shall be Sunnyvale Neighbors of Arbor Including La Linda, hereafter referred to as S.N.A.I.L.

**Section 2. Territory.** S.N.A.I.L. is located in the City of Sunnyvale, County of Santa Clara, State of California, and is bounded by the following streets: Mathilda on the west, Ahwahnee (and Hwy 101) on the north, Fair Oaks on the east, and Maude on the south.

**Section 3. Organized Blocks.** Organized Blocks are areas within S.N.A.I.L. territory that have a Block Representative.

**ARTICLE II**

**PURPOSE**

The purpose of this Association shall be to provide a venue for the expression of the desires of the people living within S.N.A.I.L. or property owners within S.N.A.I.L. S.N.A.I.L. shall serve as a base for communication within this community.

S.N.A.I.L. supports the following goals:

1. To promote community involvement and participation.
2. To establish and maintain an adequate line of communication between the City of Sunnyvale and the residents of the community.
3. To provide a community voice to city staff, school personnel, and the community at large concerning the implementation of services, community needs, and events.
4. To recruit volunteers and sponsors to aid in the service to the community.
5. To generate, through fundraising activities, revenue for the purpose of enhancing the quality of life in the area.

**ARTICLE III**

**MEMBERSHIP AND MEETINGS**

**Section 1. Eligibility.** In order to be Eligible for Membership, a person must be at least 18 years of age, must subscribe to the goals and aims of the Association, and must either reside within, or own property within, the S.N.A.I.L. territory.

**Section 2. Membership.** Membership and voting privileges shall be conferred upon any Eligible person who has already attended at least two meetings within the last four months, or has served as a Block Representative for at least two months.

**Section 3. Voting.** Each Member, up to a maximum of two per household, shall have the right to cast one vote.

**Section 4. Regular Meetings.** S.N.A.I.L. shall meet in the first week of each month. Meetings are open to the public. Roll call shall be taken at each meeting. Minutes shall be taken at each meeting and summarized in the following newsletter.

**Section 5. Special Meetings.** If extreme circumstances require action before the next regular meeting, Special Meetings may be called by the Chairman, or by the Vice Chairman and one other Officer.

**Section 6. Voting Method.** For regular agenda items, voting may be done through a show of hands or verbal assent. For election of officers, voting shall be by secret ballot. The votes shall be immediately counted by two Members, and the results recorded.

**Section 7. Quorum.** No vote of the Membership shall be valid unless at least nine Members are present.

**ARTICLE IV**

**OFFICERS**

**Section 1. Elected Officers.** The positions of Chairman, Vice Chairman, Secretary, and Treasurer shall be filled by election at the November meeting. Only S.N.A.I.L. Members may be candidates for election.

**Section 2. Term of Office.** The term of office shall be for one year, beginning in January.

**Section 3. Vacancies.** In the event that an office becomes vacant, the remaining Officers may designate a temporary substitute to serve the remainder of the term. At the next regular meeting, the Members shall vote to approve the designated substitute or select another.

**Section 4. Compensation.** Officers shall not receive any salaries for their services. Neither Officers, nor members of their immediate families, may be employed by the Association or receive compensation for services provided to the Association.

**Section 5. Duties of Chairman.** The Chairman shall coordinate activities of the Association, approve and sign all outgoing S.N.A.I.L. correspondence, and approve all newsletters, flyers, web postings, and external e-mail. The Chairman shall prepare an agenda and lead meetings, and submit a monthly correspondence report.

**Section 6. Duties of Vice Chairman.** In the absence of the Chairman, the Vice Chairman shall act as Chairman. The Vice Chairman shall arrange the location of regular meetings, check the S.N.A.I.L. P.O. box weekly, and deliver mail to the Chairman or Treasurer, as appropriate.

**Section 7. Duties of Secretary.** The Secretary shall prepare all outgoing S.N.A.I.L. correspondence and submit it to the Chairman. The Secretary shall be responsible for taking roll and minutes at meetings. The Secretary shall maintain S.N.A.I.L. correspondence files and maintain the e-mail list. The Secretary, or a delegate, shall prepare, duplicate and distribute newsletters to the Block Representatives.

**Section 8. Duties of Treasurer.** The Treasurer shall maintain all S.N.A.I.L. financial records, lead the annual budget process by assisting in the development of project budgets, maintain records of ongoing projects, lead efforts to define financial policies and procedures, and submit a monthly financial report. The Treasurer shall be a requisite signatory on the S.N.A.I.L. checking account.

## ARTICLE V

### COMMITTEES

**Section 1. Scope.** Committees are formed for the purpose of delegating work on specific projects. From time to time, Committees may be created as needs arise.

**Section 2. Membership.** Any Eligible person may serve on a Committee.

**Section 3. Committee Chairman.** Any S.N.A.I.L. Member may elected to serve as the Chairman of a Committee. Elections may occur at any Regular or Special Meeting.

## ARTICLE VI

### BLOCK REPRESENTATIVES

**Section 1. Eligibility.** Any Eligible person may volunteer to be a Block Representative.

**Section 2. Duties.** All Block Representatives shall be responsible for delivering, in a timely fashion, the monthly newsletter and other notices to all residences within their respective areas, and shall bring any relevant issues to the attention of the Membership.

## ARTICLE VII

### DISSOLUTION OF ASSETS

The property of S.N.A.I.L. is irrevocably dedicated to education, preservation, maintenance, and enhancement of the community. No part of the Association income shall be used for the benefit of any Member of the Association or its Committees. Upon dissolution of this Association, any assets remaining after payment of debt and liabilities shall be distributed to the Community Foundation of Santa Clara County, or United Neighborhoods, or other funders.

Approved by the SNAIL Membership at the General Meeting on 2 May 2002, by a vote of nine to zero.

[This document is "Bylaws-Pass3.doc", printed 3 May 2002]